

**The Designee Selection And  
Appointment Process  
FAA Order 8100.8**



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## **Purpose**

✈ **To provide a working  
knowledge of the selection and  
appointment process of FAA  
Order 8100.8**

## **Why This Order**

- ✈ **To ensure the unbiased appointment of the most qualified designees**
- ✈ **To identify key players and their responsibilities during the selection and appointment process**

### **What Prompted Development Of FAA Order 8100.8, Designee Management Handbook, Dated November 20, 1998**

- ✈ **Need for consistency and standardization in the selection and appointment processes across manufacturing, engineering and flight standards**
- ✈ **Establish traceability of appointment decisions**
- ✈ **Appointment or denial should not be decisions made by an individual within FAA**

## **Presentation Outline**

- ✈ Chapter 1 - Introduction
  - ✈ Chapter 2 - AIR Application Process
  - ✈ Chapter 3 - AIR Designee Appointment Process
  - ✈ Chapter 4 - AIR Appeal Panel
  - ✈ Chapter 5 - AIR Designee Orientation
  - ✈ Chapter 6 - AIR Designee Files
  - ✈ Chapter 7 - AIR Roles and Responsibilities
  - ✈ Chapter 8 - Maintenance DAR & ODAR
- Application, Appointment, and Appeal Process
- ✈ Appendixes 1- 4

## **Chapter 1 - Introduction**

### **Purpose (Para. 1):**

- ✈ Establish procedures applicable to Aircraft Certification and Flight Standards designees
- ✈ Unbiased selection, appointment, and orientation of qualified private persons as designees
- ✈ Order 8100.8 replaces existing corresponding information:
  - Order 8110.37C - Chapters 3 and 4
  - Order 8130.28 - portions of Chapters 2 and 3

## **Chapter 1 - Introduction (Cont'd)**

### **General (Para. 3):**

- ✈ **FAA Act permits appointment of designees**
- ✈ **Part 183 identifies types of appointments**
- ✈ **Designations are a privilege not a right**
- ✈ **Sufficient FAA need to justify appointment**
- ✈ **Adequate FAA resources to manage the designee**

## **Chapter 1 - Introduction (Cont'd)**

### **Deviations (Para. 5):**

- ✈ **Deviations can be approved by AIR-100/200/AFS**
- ✈ **Submit proposal with justification in writing**
- ✈ **Definitions (Para. 6)**
- ✈ **Acronyms (Para. 7)**

## Chapter 1 - Introduction

☺ Don't forget...

- *That the FAA can select any qualified person to act in our behalf (para 3.a.), but*
- *The FAA must have a need and the ability to manage designee(s) (para's 3.f; 302.a(1))*
- *That the designation is a privilege and not a right (para 3.g.)*
- *You must follow the order or request a deviation through AIR-100/AIR-200 or AFS-340 (para 5)*

## Chapter 2 - AIR Application Process

### ✈ Key Players in the Process

- **Applicant - applies for designee appointment and/or request for expanded authority**
- **Application package, Appendix 1**
- **Appointment Process Coordinator - process focal point (new key player)**

## **Chapter 2 - AIR Application Process**

### **General (Para. 200):**

- Initial contact from applicant is opportunity for FAA screening to determine likelihood of meeting qualifications
- Upon applicant request, Appointment Process Coordinator sends application package
- Application package -Designee web site

**<http://av-info.faa.gov/dst/application.htm>**

- Even with company internal designee development programs, all qualification criteria must be met

## **Chapter 2 - AIR Application Process**

### **Application Package (Para. 201):**

- ✈ FAA sends to applicant proper portions from Appendix 1 Figures 1 through 6
- ✈ FAA evaluates using appointment criteria in Tables 1 through 4 in Chapter 2
- ✈ For Appointment: meets criteria; has had direct FAA interaction; verifiable documentation; FAA has need and ability to manage

## **Chapter 2 - AIR Application Process**

### **Application Package (Para. 201) (cont'd):**

- ✈ Regulatory Appointment Criteria looks for applicant prior experience working on certification programs (Appendix 1: Engineering - Figure 3; Manufacturing Inspection - Figure 5)**
- ✈ Technical Appointment Criteria looks for technical expertise, knowledge, skills, abilities and usually relies on contact with references (same)**

## **Chapter 2 - AIR Application Process**

### **Application Package (Para. 201) (cont'd):**

- ✈ Interface Appointment Criteria looks for applicant interpersonal skills, objectivity, judgment, integrity, cooperative attitude**
- ✈ Standardization Appointment Criteria looks for knowledge of designee responsibilities evidenced by completed FAA knowledge-based test**

## **Chapter 2 - AIR Application Process**

### **Application Package (Para. 201) (cont'd):**

✈ **Direct working relationship with FAA - first hand contact with FAA to permit determination:**

- **"Applicant must be sufficiently knowledgeable in technical and administrative functions associated with the appointment and must satisfactorily demonstrate this to the FAA prior to the appointment."**

## **Chapter 2 - AIR Application Process**

### **Application Package (Para. 201) (cont'd):**

✈ **Direct working relationship with FAA**

- **DER - experience with appointing office**
- **DAR/ODAR - experience with FAA programs**
- **DMIR - experience within the company doing the work**



## **Chapter 2 - AIR Application Process**

### **NOTE:**

- **Candidate - NOT intended to provide experience required to meet General Regulatory appointment criteria (Chapter 2, Table 1; DER: Appendix 1, Figure 3; DAR: Appendix 1, Figure 5)**
- ***See Chapter 3 for candidate designee details***

## **Chapter 2 - AIR Application Process**

### **FAA Employee Applications (Para. 202) :**

 **If application within three years of FAA employment:**

- **Needs Regulatory and Technical criteria application/evaluation**
- **Manufacturing Inspection applicants need former manager letter of recommendation**

 **Later than three years - entire process**

## **Chapter 2 - AIR Application Process**

### **Multiple Appointments (Para 203):**

- ✈ Individual may be appointed more than one type of designee
- ✈ May have multiple Advisors if DER and DMIR/DAR/ODAR

## **Chapter 2 - AIR Application Process**

### **Supplier DMIR Applications (Para. 204) :**

- ✈ Supplier initiates application with geographic local MIDO
- ✈ Application includes PAH letter making case for need for supplier DMIR appointment
- ✈ Function revisions requested by PAH application letter to supplier MIDO
- ✈ Designee management by supplier local MIDO

## **Chapter 2 - AIR Application Process**

### **ODAR Applications (Para. 205) :**

- ✈ **The organization must meet all requirements technical experience and requirements**
- ✈ **ODAR Focal Point responsibilities in accordance with ODAR Procedures Manual (example like Appendix 1, Figure 6)**

## **Chapter 2 - AIR Application Process**

### **Appointment Outside the U.S. :**

- ✈ **DER's - appointment not permitted (para. 208)**
- ✈ **DMIR's - complicates "FAA ability to manage"; possible with foreign CAA agreement (para. 206)**
- ✈ **DAR's - CAA agreement; FAA required to make at minimum an annual on-site surveillance/oversight visit (para. 207)**

## **Chapter 2 - AIR Application Process**

### **☺ Don't forget...**

- *The applicant contacts the appropriate FAA office (para 201.; Figures 7 & 8, Appendix 1)*
- *Fills out all the documentation to become a designee (Figures 1 through 6, Appendix 1)*
- *The APC is the point of contact for getting the application material to the applicant (para. 200)*

## **Chapter 2 - AIR Application Process**

### **☺ Don't forget (cont'd)...**

- *Appointment is made when*
  - *An applicant meets the criteria,*
  - *Has had direct FAA interaction (depending upon the designation being sought),*
  - *Provides verifiable documentation, and*
  - *The FAA has the need and ability to manage (para. 201.c)*

### **Chapter 3 - AIR Designee Appointment Process**

- ✈ **Application package is submitted to the appropriate managing office (ACO/MIDO)**
- ✈ **Key Players in the Designee Selection and Appointment Process**
  - **Evaluating Office - evaluates technical experience of designee (new key player)**
  - **Manager - Selects FAA Advisor and Evaluation Panel (if appropriate), and identifies FAA need and ability to manage designee**

### **Chapter 3 - AIR Designee Appointment Process**

- ✈ **Key Players in the Designee Selection and Appointment Process (Cont'd)**
  - **Evaluation Panel - validates (possibly downgrades) Advisor's recommendation for appointment**

Chapter 3 - AIR Designee Appointment Process

**General (Para. 300):**

✈ 90 day time limit for disposition of a complete package by the appointing office

**Initial Application Processing (Para. 301):**

✈ 30 day time limit for completeness review by APC of applicant package

✈ Designee Information Network (DIN) as tracking system

Chapter 3 - AIR Designee Appointment Process

**Advisor's Evaluation (Para. 302):**

✈ Coordinates "FAA need and ability to manage" decision with Appointing Office Manager

✈ Coordinates "does not meet qualifications" denial decision with Appointing Office Manager (Appendix 2, Figure 2, Designee Appointment Tracking Document)

### **Chapter 3 - AIR Designee Appointment Process**

#### **Advisor's Evaluation (Para. 302) (cont'd):**

- ✈ **Conducts evaluation of technical capabilities of applicant (Appendix 2, Figures 2 & 4)**
- ✈ **Contact applicant's references and/or explain why not**
- ✈ **Makes recommendation to Evaluation Panel (Appendix 2, Figure 2, Item 9)**

### **Chapter 3 - AIR Designee Appointment Process**

#### **Evaluation Panel (EP) (Para. 303):**

- ✈ **Two or more technical specialists**
- ✈ **Validate Advisor's recommendation by comparing applicant's qualifications to Chapter 2 appointment criteria**

### **Chapter 3 - AIR Designee Appointment Process**

#### **EP Application Review (Para. 304):**

- ✈ **Cannot expand upon Advisor recommendations**
- ✈ **Documents deliberations (Appendix 2, Figure 2, Item 10)**
- ✈ **Conducts applicant interview if appropriate (Appendix 2, Figure 3)**

### **Chapter 3 - AIR Designee Appointment Process**

#### **Administrative Follow-up (Para. 305):**

- ✈ **APC enter data into DIN**
- ✈ **If appointed, send appointment letter and schedule orientation**
- ✈ **If denial or downgrade of appointment requested, advise of 60 day appeal rights**



### **Chapter 3 - AIR Designee Appointment Process**

#### **DER Candidates (Para. 306):**

- ✈ **Purpose of candidate program is to permit applicant to demonstrate competent performance and methods of compliance for delegations sought**
- ✈ **FAA may require a DER Mentor to assist FAA review of candidate's work**
- ✈ **FAA may require candidate to develop plan to demonstrate competencies for appointment (Appendix 2, Figure 2, Item 12)**

### **Chapter 3 - AIR Designee Appointment Process**

#### **DER Candidates (Para. 306) (cont'd):**

- ✈ **Candidate can “show what you know”, demonstrate performance competence in areas helpful to appointing office**
- ✈ **FAA determines when (or if) appointment will be useful for FAA’s interests**
- ✈ **If longer than two years, best give it up**

### **Chapter 3 - AIR Designee Appointment Process**

#### **DAR Candidate Development Profile** **(Para. 308):**

- ✈ **Plan for demonstrating competencies for duties sought (Appendix 3, Figure 2)**
- ✈ **Significant FAA on-the-job training and guidance required**

### **Chapter 3 - AIR Designee Appointment Process**

#### **DAR Candidate Development Profile** **(Para. 308) (cont'd):**

- ✈ **Requires candidate demonstration of skills to FAA Advisor**
- ✈ **Upgrade requires EP validation**

**Chapter 3 - AIR Designee Appointment Process**

**Expanded Authority/Transfers (Para. 309):**

✈ If Designee file shows evaluation to Chapter 2 appointment criteria, appointing office may require only technical portion submittal (DER: Appendix 1, Figure 3 - references and requested authorized areas tables; DMIR/DAR: Appendix 1, Figure 5 - experience/references and authorized functions/experience criteria)

**Chapter 3 - AIR Designee Appointment Process**

**Expanded Authority/Transfers (Para. 309) (cont'd):**

✈ Any designee transfer requires application to new FAA office to permit determination of FAA need and ability to manage

✈ Current handbook requires Chapter 2 evaluation of request for expanded authority

### **Chapter 3 - AIR Designee Appointment Process**

#### **☺ Don't forget...**

- *The application package is reviewed by the APC for completeness (para. 301.a.)*
- *The APC processes the application package to the appropriate Advisor and evaluation office (para 301.b.)*
- *Determine FAA need and ability to manage (para. 302.a.(1))*
- *Advisor reviews the application package (para 302.a.(2))*
- *Advisor must sign-off the Designee Appointment Tracking Document*

### **Chapter 3 - AIR Designee Appointment Process**

#### **☺ Don't forget...(Cont'd)**

- *EP makes decision to deny or accept applicant (assuming 'yes' FAA need & ability to manage AND 'yes' meets appointment criteria AND 'yes' recommend appointment (para 302. b. through f.)*
- *EP documents decision (para 304.d )*
- *Applicant is notified of the outcome (para's 305.b. or c.)*

### **Chapter 3 - AIR Designee Appointment Process**

#### **☺ Don't forget...(Cont'd)**

- *That there's a DAR and DER candidate program (para 306. or 307.)*
- *When to go through the EP for expansion of functions; multiple appointments; geographical changes and transfers (para 309.)*

### **Chapter 4 - AIR Appeal Panel**

- ✈ **Appeal panel determines the appointment process was conducted properly**
- ✈ **Appeal panel has 60 days from the date of appeal to investigate and reach a consensus on a decision**
  - **If decision is not reached, final decision is made by the geographic Directorate Manager**

## **Chapter 4 - AIR Appeal Panel**

✈ **An applicant may appeal an FAA decision when they are denied or reduced designation**

- **Applicant has 60 days from the date of their notification for denial to request for an Appeal Panel review**
- **APC coordinates parties involved, schedules, and documentation**

## **Chapter 4 - AIR Appeal Panel**

### **Appeal Panel (Para. 401):**

✈ **Consists of at least two managers/senior specialists who did not participate in original deliberations**

✈ **Reaches decisions by consensus (Appendix 2, Figure 5)**

## **Chapter 4 - AIR Appeal Panel**

### **Appeal Panel Authority (Para. 402):**

- ✈ **If overrides previous decision, must provide justification**
- ✈ **May request repeat of appointment process with new information**

## **Chapter 4 - AIR Appeal Panel**

### **Appeal Panel Functioning (Para. 403):**

- ✈ **Review to determine if appointment process was conducted properly**
- ✈ **If not done properly, panel makes recommendations to prevent recurrent discrepancy**
- ✈ **Documents deliberations (Appendix 2, Figure 2)**
- ✈ **60 day time limit for decision**

## **Chapter 4 - AIR Appeal Panel**

☺ **Don't forget...**

- *That an applicant has an appeal process if not satisfied with the FAA decision (para 401.)*
- *Documents/justify all decisions made (para 403.c)*

## **Chapter 5 - AIR Designee Orientation**

### **General (Para 500):**

✈ **Advisor's responsibility for orientation of designees and candidates is further defined in the order, with emphasis on communicating the expectations for designee performance**

### ✈ **Designee Working Agreement**

- **"Hand-shake" agreement that designee understands expectations/tasks (Appendix 3, Figure 1)**



## **Chapter 5 - AIR Designee Orientation**

### **☺ Don't forget...**

- *It's important to remember that the Advisor is responsible for giving orientation to appointed designees and/or candidates in their respective discipline (e.g., DER, DAR, etc.) (para 500. )*
- *Designee Working Agreement is signed and retained in the designee's file (Appendix 3, Figure 1)*

## **Chapter 6 - AIR Designee Files**

### **Maintenance of Files (Para 600):**

 **All managing offices will establish and maintain files for each designee**

- **All letters and forms are required to be kept**

## **Chapter 6 - AIR Designee Files**

☺ **Don't forget...**

- *To maintain files on the designees - shows objective evidence and traceability of the designee's appointment evaluation, oversight, and renewal*

## **Chapter 7 - AIR Roles and Responsibilities**

### **General (Para 701):**

#### **Appointment Process Coordinator (APC):**

- **An FAA individual responsible for initiating the formal selection and appointment process and coordinating all subsequent FAA actions for the designee applicant**
  - *Ensures the key players are involved in the process*
  - *Facilitates and/or schedules meeting, if necessary*
  - *Serves as focal point for the whole process*

## **Chapter 7 - AIR Roles and Responsibilities**

### **Appointment Process Coordinator (APC):** **(cont'd)**

- Prepares necessary responses to the designee applicant*
- Provides copies of all documentation to all parties involved*
- Assures that designee file folder is prepared and complete and that required information is entered into the Designee Information Network*
- Ensures actions are completed within established timelines*

## **Chapter 7 - AIR Roles and Responsibilities (Cont'd)**

**Advisor (Para 702):** New terminology for Engineer and Principle Inspector (PI)

### **Advisor:**

- **Aircraft Safety Engineer (ASE)**
- **Aviation Safety Inspector (ASI)**
- **Flight Test Pilot (FTP)**
  - The advisor is assigned to the designee applicant*
  - The advisor performs the initial evaluation and continuous oversight after appointment*

## **Chapter 7 - AIR Roles and Responsibilities (Cont'd)**

### **Advisor (cont'd)**

- *Assures appropriate expertise is used in designee evaluation*
- *Consults manager to determine FAA need and ability to manage*
- *Works with mentor (if used) providing guidance and identifies any areas needing improvement for a candidate*

## **Chapter 7 - AIR Roles and Responsibilities (Cont'd)**

### **Advisor (cont'd)**

- *Consults, as necessary, with FAA personnel*
- *Communicates with designee applicant and references, if necessary*
- *Documents all decisions made*
- *Ensures action is taken within the timeframe established*
- *Prepares a written justification for denial*

**Chapter 7 - AIR Roles and Responsibilities  
(Cont'd)**

**Appointing Office Manager (Para 703):**

- ✈ **Assigns Advisor**
- ✈ **Determines need and ability to manage**
- ✈ **Signs all designee correspondences**
- ✈ **Appeal Panel member**

**Chapter 7 - AIR Roles and Responsibilities  
(Cont'd)**

**Evaluation Panel (EP) (Para 704):**

✈ Two or more technical specialists (ASI's, ASE's, or FTP's) assigned to evaluate a designee applicant's qualifications against standards in order to determine appointment, candidacy or denial as appropriate

- Works closely with Advisor and APC to meet process timelines
- Conducts interviews or explains why interview was not necessary
- Reaches consensus

**Chapter 7 - AIR Roles and Responsibilities  
(Cont'd)**

**Evaluation Panel (EP): (Cont'd)**

- Forwards all documentation to APC for retention in designee applicant's file
- Communicates changes in delegation appointment to FAA advisor and Office Manager for further determination of FAA need
- Documents and signs off all activities and decisions made regarding applicant or appointment by each team member
- Uses all available resources (e.g., Advisor's recommendation, policy, etc) to make decisions

**Chapter 7 - AIR Roles and Responsibilities  
(Cont'd)**

**Appeal Panel (AP) (Para 705):**

- ✈ **At least two or more managers and/or senior specialists who are not part of the designee applicant's EP**
- ✈ **Task to determine if the appointment process was conducted properly in the event of a designee applicant's appeal of the FAA's decision**
- ✈ **Works closely with all involved parties**

Chapter 7 - AIR Roles and Responsibilities  
(Cont'd)

**Appeal Panel (AP) (Para 705) (cont'd):**

- ✈ **Communicates directly with applicant and/or FAA counterparts**
- ✈ **Conducts interviews if necessary**
- ✈ **Documents and signs all Appeal Panel decisions by each member**
- ✈ **Initiates corrective action to prevent process deficiencies as applicable**
- ✈ **Uses all available resources to make technical decisions**

**Chapter 7 - AIR Roles and Responsibilities**

☺ **Don't forget...**

- *The APC is responsible for initiating the selection and appointment process and coordinating all subsequent FAA actions for the applicant*
- *The Advisor does a preliminary review of the application package, does evaluation of applicant's technical capabilities, and makes recommendations to the EP*
- *The Appointing Office Manager selects the Advisor and EP members, determines needs, delegates or signs all documentation, and is an Appeal Panel member*

## **Chapter 7 - AIR Roles and Responsibilities**

☺ **Don't forget...**

- *The Evaluation Panel determines denial, candidacy, appointment and delegated authority based on qualifications criteria AND review of application package from Advisor*
- *The applicant has an avenue to appeal the decision made by the FAA via an Appeal Panel process; however, it's important to note that the decision(s) made by the Appeal Panel will be final.*

## **Chapter 8 - Maintenance DAR and ODAR Application, Appointment, and Appeal Process**

### **General (Para. 800):**

- ✈ **National Examiner Board (NEB) process is now used to provide a fair and consistent selection of maintenance DAR's**
- ✈ **Maintenance ODAR's will apply IAW Para 806 to Regional Office(RO)**
- ✈ **Both DAR-T's and ODAR-T's use new FAA Form 8110-28**



**Chapter 8 - Maintenance DAR and ODAR  
Application, Appointment, and Appeal Process  
NEB Process (para 803) :**

- ✈ National Designee Candidate Pool consists of all qualified and rated DAR-T applicants (valid for 2 years)
- ✈ Function Codes are identified in FAA Order 8130.28(A) and AC 183-35H (the AC has a consolidated directory)
- ✈ Referral of applicants for initial designation
  - RO determines need and makes request
  - NEB provides top three applicants

**Chapter 8 - Maintenance DAR and ODAR  
Application, Appointment, and Appeal Process  
DAR-T Application Procedures (para 804):**

- ✈ Completed FAA Form 8110-28 download from the Designee web page application link  
  
<http://av-info.faa.gov/dst/application.htm>
- ✈ Send complete application package to NEB in Oklahoma City

**Chapter 8 - Maintenance DAR and ODAR  
Application, Appointment, and Appeal Process**

**Former FAA Employees (ASI's):**

- ✈ Employment must be terminated from FAA prior to appointment (designees must be private persons)
- ✈ Must apply within three years of termination to be exempt from having three verifiable references
- ✈ Letter of recommendation from former FAA supervisor
- ✈ Functions authorized will be limited to functions performed while employed by the FAA (or other experience within the aircraft industry)

**Chapter 8 - Maintenance DAR and ODAR  
Application, Appointment, and Appeal Process**

**ODAR-T Application Procedures (para 806):**

- ✈ Completed FAA Form 8110-28 download from the Internet at <http://www.mmac.jccbi.gov/afs/afs600>
- ✈ Letter from the applying organization to cognizant RO
  - Signed by the ODAR focal point
  - Identify persons to perform authorized functions and attest to their technical qualifications

**Chapter 8 - Maintenance DAR and ODAR  
Application, Appointment, and Appeal Process**

**Appeal Process (Para 813):**

- ✈ **DAR-T's may appeal to the Flight Standards Appeals Board if not selected for inclusion in the candidate pool**
- ✈ **ODAR-T's may appeal directly to the cognizant Regional Office if denied or given reduced functions**

**Chapter 8 - Maintenance DAR and ODAR  
Application, Appointment, and Appeal Process**

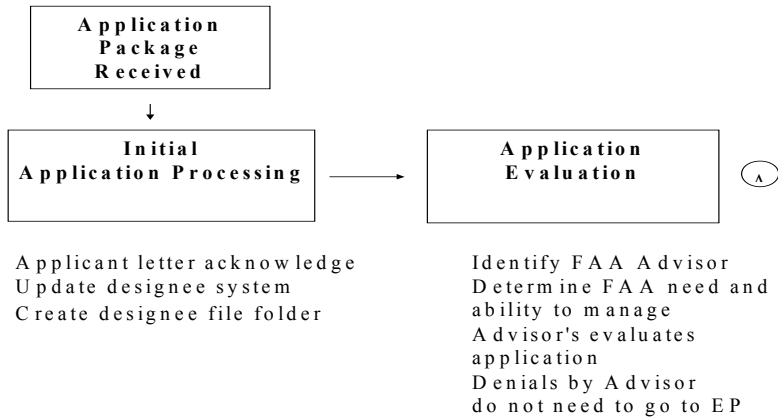
☺ **Don't forget...**

- ***Maintenance Designees submit their applications through the NEB***
- ***Maintenance must submit FAA Form 8110-28 to apply for appointment***

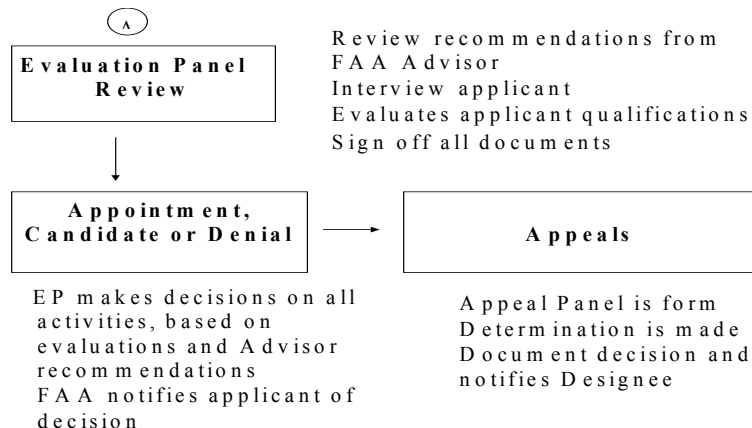
# The Designee Selection And Appointment Process

## FAA Order 8100.8 - Dec 8, 1999 IVT Handout

### Selection and Appointment Process Flowchart Appendix 2-Simplified



### Selection and Appointment Process Flowchart (Cont'd) Appendix 2-Simplified



### **Selection and Appointment Process Flowchart**

☺ **Don't forget...**

- *Utilize the flowchart in Appendix 2 of the Order to assist you in the processes*

### **Frequently Asked Questions**

**Q. Current DMIR, no prior evaluation panel, seeking only to add a new PAH to their supplement but not asking for additional functions outside of what they presently have. Do they have to do an EP?**

**A. No, the intent is only to go back through the EP when you expand the authority, for multiple appointments, or when you transfer. A streamline decision to go back to the EP could be made in this case. Clarification to the order is needed-will be made in the next change.**

### **Frequently Asked Questions**

**Q. Current DMIR, no prior evaluation panel, has export function, wants to add conformity- Must go through EP?**

**A. Yes, an EP is required for expanding authority.**

### **Frequently Asked Questions**

**Q. What is the minimum size for an Evaluation Panel?**

**A. Two or more technical specialists; applicant for interview (unless EP states not necessary); optional: APC; FAA advisor**

### **Frequently Asked Questions**

**Q. What is proper training for an Evaluation Panel member?**

**A. Absent a defined training curriculum: familiar with Order 8100.8 Chapters 2, 3, and 5; use Order 8100.8 Appendix 1, 2, and 3**

### **Frequently Asked Questions**

**Q. Current Mech Systems DER, no prior evaluation panel, has qual test function, wants to add Elec Systems DER authorized areas- Must go through EP?**

**A. Yes, an EP is required for expanding authority to different chart.**

### **Frequently Asked Questions**

**Q. Current Powerplants Instln  
DER, no prior evaluation panel, has  
piston eg inductn/exh sys function,  
wants to add piston cooling  
function - Must go through EP?**

**A. Yes, per current paragraph  
309.c. Change 1 paragraph 309.a.  
revision proposes latitude**

### **Frequently Asked Questions**

**Q. Based on 8100.8 requirements, is it  
necessary for the advisor to provide written  
justification to the evaluation panel when  
recommending (not denial) the appointment of  
an applicant?**

**OR**

**does the designee tracking sheet along with  
the concurrence of the advisor for the various  
functions as noted on the specialized function  
sheets (App. 1, fig. 5) serve that same function?**

**As you probably remember, written justification from PI  
was a selection & appointment criteria under 8130.28.**



### **Frequently Asked Questions**

**A. No, it is not necessary to write a separate justification when "recommending" to the evaluation panel. You are doing this when you are reviewing the application package and filling out the evaluation sheets and designee appointment tracking document when you circle whatever recommendation you advise the EP. So, it serves as the same purpose.**

### **Frequently Asked Questions**

**Q. The sample notification letter that is found in Appendix 4, Fig 3 states in the first paragraph... "has been forwarded to an evaluation panel for review in the following requested areas":**

**Then there is a note that states [List Areas Requested]. I interpret that to mean "list the function requested such as FAR 183.31(a), etc." Am I correct with that interpretation?**

**A. Yes, a list of functions that are requested. Intent is to list the code and function descriptions and/or CFR part, as applicable.**

## **Frequently Asked Questions**

### ***Maintenance:***

**Q.** Must DAR-T applicants have an A&P Mechanic certificate?

**A.** No, if they qualify under para 802 a.(1)(c)

**Q.** Does a DAR-T requesting reinstatement apply through NEB?

**A.** No, if same managing FSDO; Yes, if new managing FSDO

## **Frequently Asked Questions**

### ***Maintenance (cont'd):***

**Q.** Does relocation require new app. to NEB?

**A.** No, if no break in service and receiving FSDO agrees

**Q.** Does request for additional authority (function) require new app. to NEB?

**A.** Yes

# IVT COURSE EVALUATION

Please give us your candid opinions concerning the training you've just completed. Your evaluation of the IVT course is important to us, and will help us provide the best possible products and services to you. **Note: Your keypad responses are not identifiable by your name; only average item responses are provided to the instructor and to others responsible for the training.**

Use your Viewer Response Keypad to answer the following questions.

	Very Good	Good	Average	Poor	Very Poor
1. Length of course	A	B	C	D	E
2. Depth of information	A	B	C	D	E
3. Pace of training	A	B	C	D	E
4. Clarity of objectives	A	B	C	D	E
5. Sequence of content	A	B	C	D	E
6. Quality of course materials	A	B	C	D	E
7. Quality of graphics/visual aids	A	B	C	D	E
8. Readability of text on monitor	A	B	C	D	E

**Note: There are 2 evaluation forms:**

- **The first is for use by those who participated via IVT. Participants logged on to keypads will be prompted to respond via keypads. Those without keypads will be prompted to fax the completed form to the IVT studio.**
- **The 2<sup>nd</sup> form is to be used if you watched the video. Please complete and return to your training manager. Thanks for your feedback.**

	Very Good	Good	Average	Poor	Very Poor
9. Effectiveness of instructor(s)	A	B	C	D	E
10. Communication between student and instructor	A	B	C	D	E
11. Applicability of material to your job.	A	B	C	D	E
12. Overall quality of the course	A	B	C	D	E
13. Overall effectiveness of the IVT format	A	B	C	D	E
14. Would you like to take other IVT courses?	<b>A. YES                      B. NO                      C. UNDECIDED</b>				
15. On the key pad, enter your number of years of FAA experience.	_____ <i>(numeric answer)</i>				

***When finished, press the “Next Quest” key on your keypad and answer YES, then Enter.  
Your responses will be sent electronically. Individual responses are not tabulated; only item  
averages for each question are presented to the instructor(s) and to AIR-510.***

***Additional Comments may be faxed to  
the IVT Studio:***

**405-954-0317 / 9507**

# Self-Study Video Course Evaluation

Please give us your candid opinions concerning the training you've just completed. Your evaluation of the self-study video course is important to us, and will help us provide the best possible products and services to you.

Course title/number: \_\_\_\_\_

Date: \_\_\_\_\_

Number of years of FAA experience: \_\_\_\_\_

Name: \*(optional)

Routing Symbol:

For the following, please completely darken the circle appropriate to your response.

	Very Good	Good	Average	Poor	Very Poor
1. Length of course	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Depth of information	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Pace of training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Clarity of objectives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Sequence of content	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Quality of course materials	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Quality of graphics/visual aids	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Readability of text on monitor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Very Good	Good	Average	Poor	Very Poor
9. Effectiveness of instructor(s)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. SKIP – intentionally left blank					
11. Applicability of material to your job	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. Overall quality of the course	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. Overall effectiveness of the self-study video format	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14. Would you like to take other Video courses?	<input type="radio"/> YES		<input type="radio"/> NO		<input type="radio"/> UNDECIDED
If not, why not?					
15. Rate your level of knowledge of the topic before and after taking this self-study course.					
	<u>Very Low</u>	<u>Low</u>	<u>Moderate</u>	<u>High</u>	<u>Very High</u>
BEFORE THE COURSE:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
AFTER THE COURSE:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17. Additional comments:					

**PLEASE SEND THIS COMPLETED FORM TO YOUR  
DIRECTORATE/DIVISION TRAINING MANAGER (ATM).**